

विज्ञापन प्रारूप

जिला आई0टी0 सोसायटी जीन्द द्वारा चलाए जा रहे प्रोजैक्टों के लिए स्टेशनरी का सामान खरीदा जाना है।

Sr. no.	Tender ID	Tender Type	EMD Amount
1.	DITS/JND/Consumable/2017/1	Paper	10000
2.	DITS/JND/Consumable/2017/2	Toner	10000
3.	DITS/JND/Consumable/2017/3	Pen drive	5000
4.	DITS/JND/Consumable/2017/4	Other Consumable	5000

टैण्डर फार्म एवं टैण्डर की विस्तृत जानकारी नियम एवं शर्तों सहित आई0टी0सोसायटी कार्यालय जीन्द से प्राप्त की जा सकती है तथा जीन्द वैबसाईट <http://jind.nic.in> पर भी उपलब्ध है। इच्छुक पार्टियां अपनी सीलबन्द निविदाएं जिला आई0टी0 सोसायटी कार्यालय, जीन्द कमरा नं0 108, भू-तल जिला सचिवालय, जीन्द में दिनांक 15.03.2017 को सायं 4 बजे से पूर्व किसी कार्य दिवस को सुबह 9 बजे से सायं 5 बजे तक जमा करा सकते हैं। टैण्डर खोलने के समय सामान के सैम्पल साथ लाने आवश्यक हैं।

उपलब्ध निविदाएं दिनांक 16.03.2017 को 10.00 बजे के बाद खोली जाएगी।

उपायुक्त एवं अध्यक्ष,
जिला आई0टी0 सोसायटी, जीन्द।

Terms & Conditions for the Contract for the Supply of Consumable Items to District Information Technology Society, Jind for the Period of One year.

1. The tender evaluation will be done in two Stages:

- (a) Pre-Qualification Bid: It should be enclosed in an envelope and sealed with sealing wax and super-scribed "Pre-qualification bid for CONSUMABLES ITEMS" along with Name and Address of Bidder.

Documents to be attached with Pre-qualification Bid:-

1. Self-attested photocopy of firm Registration certificate.
2. Earnest Money Deposit in the form of Demand Draft/ Pay Order in favour of Chairman District IT Society, Jind payable at jind.
3. Self-attested photocopies of latest and valid STCC/VAT registration certificate.
4. VAT receipt (upto 31-03-2015 or thereafter).
5. Pre-qualification check list in the prescribed form (Annexure-A)
6. Signature of bidder (on each pages) of this with rubber seal of the firm in token of acceptance by the bidder of all terms & condition.
7. Bidder profile giving complete details about the firm including the period for which it is in the business.
8. Copy of the partnership Deed in the case of Partnership firm/ Memorandum and article of Association with under taking and authorization for signing the tender documents.
9. Audited Balance sheets for the last three year (2012-2013,2013-2014, 2014-2015)
10. Attested photocopy of Pan card issued by income Tax Department.
11. Sealed and signed form under taking attached at Annexure 'B' should be enclosed with Pre-qualification Bid.

Tender found deficient in any of the above will be rejected.

Financial bid of the bidders who qualify on the basis of Pre-qualification Bid will be opened on the same day.

(b) Financial Bid:-

1. Should be submitted in a separate sealed envelope super-scribing the **Tender ID** and the word **"Price bid for "CONSUMABLES ITEMS"** along with Name and address of the bidder. **If bidder is participating in more than one Tender, financial bids should be separately sealed for each tender.**
2. The Price for each item should indicated all-inclusive lump sum price offered for each item including cost of the item, freight, insurance, packing, forwarding, sales tax, excise duty, VAT, Octroi etc. The all-inclusive lump sum price should be on F.O.R No Other Charges in addition will be payable on any account over and above the lump sum price quoted. Offers with price variation clause will not be accepted. The rates quoted in ambiguous terms as such as "Freight on actual basis" or "Taxes as applicable extra" or Packing forwarding extra" will render the bid liable for rejection irrespective of its gradation in respect of lump sum prices quoted.
3. Bidders shall include the actual rate of Octroi, Excise duty, sales tax, VAT, etc. Which will be payable since **DITS does not provide certificates like Octroi exemption, From D or From C** etc.

4. No item should be quoted with price **more than the M.R.P** or prevalent marked rate.
 5. Price quoted should be in Indian currency.
 6. Bidders should quote their rates separately for each item in the format given in Tender Form.
 7. All alteration in the rates/ tender documents should be signed by the authorized signatory of the firm otherwise the quotation/ tender will not be considered.
2. Pre-qualification Bid and Financial bid should be sent in separate sealed cover duly superscribed as “**Pre-qualification Bid for supply of Consumable Items**” and “**Tender ID and Financial bids for the supply of Consumable Items**” and both the sealed covers are to be put in a bigger cover duly superscribed as “**Tender for supply of Consumable Items**”.
 3. Tender documents along with a **pay order/Banker’s Cheque for EMD amount mentioned in below table drawn in the favour of “Chairman District IT Society, Jind”** towards Earnest Money Deposit should be submitted.

Sr. no.	Tender ID	Tender Type	EMD Amount	Tender Item List
1.	DITS/JND/Consumable/2017/1	Paper	10000	Annexure 1
2.	DITS/JND/Consumable/2017/2	Toner	10000	Annexure 2
3.	DITS/JND/Consumable/2017/3	Pen drive	5000	Annexure 3
4.	DITS/JND/Consumable/2017/4	Other Consumable	5000	Annexure 4

Bidder may apply for more than one tender, in this case collective EMD amount have to be submitted. The EMD will be returned after finalization of the contract **except successful bidder**. Any tender that is received without the EMD will be outright by rejected. Any tender received late will be rejected or received after the due date time will be rejected.

4. Tender form can be collected from the office of Deputy Commissioner-cum-Chairman DITS, Room No. 108, Mini Sectt. Jind on any working day in working hours only.
5. The Pre-qualification Bids are to be opened at the first instance and evaluated by a committee. At the second stage, financial bid on only bidders who fulfil all the criteria of Pre-qualification bid will be opened.
6. **The rate contract will be valid for only purchase order which will be placed within one month of the date of award of contract.** Orders of any later stage may be placed on the rate contract often the satisfactory performance of the successful bidder and consent of the bidder to supply the items on the same rates approved through this order the rate contract and as per the requirement of the society.
7. Supply orders will be made on one time order basis. The supplier shall have to supply the items as required by DITS without any quantitative restrictions.
8. Govt.Tax/es such as VAT Sales Tax shall be payable by this office. Other Taxes, if any shall be paid by the firm itself. The bill raised by the firm should have all tax registration number printed on the bill.

9. The rates quoted by this selected firm and approved by this office shall remain valid throughout the period of contract and requests to increase the rates for any item (s), during the currency of the period, shall not be considered. Any benefit of scheme announced by the principal on bulk purchases etc. shall be passed on to DITS at no extra cost.
10. Items to be supplied should be genuine and sealed. Any manufacturing defect of any shape/kind shall be immediately replaced with a new one. In no case refill cartridges of refurbished items be supplied. If any item is subsequently found to be a substitute/refurbished or refilled the same will be rejected and any loss caused to the printers due to such cartridges shall be recovered from the firm.
11. **Quotations should be submitted in the office of Deputy commissioner-cum Chairman DITS in the Room No. 108, Ground floor, Mini Sectt. Jind. The last date for receipt of quotation is 4.00 PM on 15-03-2017 and quotation will be opened on the 16-03-2017 at 10:00 am in the presence of tenders or representative of the tenderer who may wish to be present at the time of tender opening.**
12. Each page of the tender documents should be signed by the authorized signatory of the firm. Unsigned quotation and tender documents will be rejected.
13. The tenderer should also be able to supply required items within 24hours. The name and mobile No. of the nodal person, who can be contacted at any time, even beyond office hours and no holidays should be provided to this office. This person should be capable of taking orders and arrange for supply of the desired items, even at short notice.
14. Firm (s) awarded with the contract have to supply the ordered quantity in due time. Falling to do this will result in calculation of rate contract and its EMD/performance security shall be forfeited.
15. The supply shall be made at the office of District Information Technology Society .
16. Chairman DITS reserve the right to terminate the rate contract without any prior intimation.
17. Samples of the items are to be produced by tendered for rates and quality assessment by evaluation committee.
18. Samples of the cartridge will be sent to lab for quality and originality. If sample fail to meet the criteria the contract will be terminated. Failed sample cost will be paid by the firm.
19. Firm should be authorized distributor or supplier of the product in case of cartridges.
20. In situations where these conditions do not apply, the decision of the Chairman DITS shall be final and accepted to the firms under rates contract.

21. **Mode of Selection:-** The contract of supply of items will be approved on per item basis expected the Tender no.4. The selection of the firm or firms for awarding the contract will be made solely on the basis of lowest rates per item mentioned in the list for Tender no. 1 to 3. In case of Tender no. 4 firm will be declared L-1 on the basis of total lowest procurement value of at least 75% of the listed items for Tender 4.
22. The society will have the authority to select more than one firm for award of contract. The society further reserves the right to decide which of the firms should be selected for supply of some or all items listed in the tender from and the decision of the society will be final.
23. Selection of a firm for award of contract will not be made solely on the basis of lowest rates quoted by the tender.
24. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-received bill (in triplicate) along with installation/ Receipt in Good condition report from the authorized official/officer concerned.
25. Under no circumstances, shall the firm appoint any sub-contract or sub- lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and performance security will be forfeited.
26. If it is found that the tendering firm or its representative has supplied duplicates /substitute/refurbished or refilled cartridges or for late supply of items a penalty of Rs. 500/- per item will be imposed in addition to recovering the cost of repairs/damage caused by such spurious items to the printer/copies/machines.
27. No firm that has been blacklisted by any of the Govt. Department/Ministry in last five years should participate. If subsequently it is found that a firm has suppressed this material information its EMD will be forfeited.
28. If a firm after awarding the contract violate any of these terms and conditions, it shall be blacklisted and its EMD/performance security shall be forfeited.
29. Society reserves the right to accept/reject any or all the tenders without assigning any reasons. No enquiry after submission of the quotation will be entertained.

PARTICULARS TO BE FURNISHED BY THE COMPANY

1. NAME OF COMPANY :
2. ADDRESS OF THE COMPANY :
3. NAME OF THE PROPRIETOR OF THE COMPANY :
4. TELEPHONE NO. AND EMAIL ID OF THE COMPANY & PROPRIETOR :
5. Income Tax registration No. (Proof to be attached) :
6. Annual turnover (along with proof for last three years) :
7. Sales Tax/Income tax Clearance Certificate (Proof to be attached) :
8. PAN/TIN No. of the agency :
9. Details of the Ministries/Departments/Offices in which the agency has supplied items mentioned in this tender :-

S. No.	Name of the Ministry/Department/Offices (Proof to be attached)	Telephone No.

10. Details of Earnest Money Deposit :-

EMD No.	Date of EMD	EMD Amount	Name of the Bank

This is certified that the above facts are complete and correct to the best of my knowledge and belief. This is also certified that this agency is not black listed by nay Govt. Department or any criminal/consumer case is registered/pending against the agency/firm or its owner anywhere in India.

(Signature of Proprietor)
Seal of the firm

PRE QUALIFICATION BID CHECK LIST**(CERTIFICATES/DOCUMENTS TO BE SUBMITTED WITH PRE QUALIFICATION BID)**

Before submitting the tender, the tenderer should check the following enclosures (to be submitted with pre qualification bid)

S. No.	Particular	Yes	No
1.	Self Attested Photocopy of Firm Registration Certificate		
2.	Earnest Money Deposit in the form of Demand Draft / Pay Order in favor of Deputy Commissioner-cum-Chairman DITS, Payable at Jind		
3.	Self attested photocopies of latest and valid STCC/VAT registration certificate		
4.	VAT Receipt (upto 31.03.2015 or thereafter.)		
5.	Tender Document duly signed by Authorized signatory of Bidder		
6.	Undertaking as per Annexure- II		
7.	Attested copy of PAN card issued by Income Tax department.		
8.	Bidders profile giving complete details about the firm including the period for which it is in this business.		
9.	Copy of partnership Deed in case of Partnership firm/ Memorandum and article of association with under taking and authorization for signing the Tender Documents.		
10.	Audited balance sheets for the last 3 years(2012-2013, 2013-2014, 2014-2015)		

Please note that failure to submit any one of the above certificates/documents shall render the tender invalid.

Signature of Bidder with rubber seal (s)

Name& Address of the Bidder(s)

Address of the Bidder(s)

FORMAT FOR UNDERTAKING

(TO BE SUBMITTED ON A NON-JUDICIAL STAMP PAPER OF Rs.100/-)

- 1.** I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- 2.** The items supplied by me/us, would be of the best quality and as per specifications.
- 3.** I/we hereby undertake to supply Consumables Items to District Information Technology Jind, for the period of ONE year at the rates quoted by me/us and in the packing specified in the prescribed tender form, which is submitted herewith according to the instructions and the terms and conditions. The duration of the said contract may be extended on the same terms and conditions & rates if the District IT Society so desires.
- 4.** The rates quoted against each Consumables item by me/us in the tender are all inclusive lump sum unit price offered for each item including cost of the item, freight, insurance, transit insurance, packing, forwarding, sales tax, excise duty VAT, Octroi etc.(lump sum unit price for F.O.R-District IT Society Jind).
- 5.** Necessary documents as required are enclosed herewith in the order in which they are mentioned.
- 6.** Samples of the quoted items will be submitted by me/us as and when informed by central Store within 15 days from the date of issue of letter in the same serial order as quoted in tender for evaluation.
- 7.** Earnest money deposited by me/us, may be retained till the finalization of the tender.
- 8.** I/we understand that security deposit /EMD submitted is likely to be forfeited in the event of lapse on my/our part to comply with the terms and conditions of the tender and also on the supplying items of substandard quality or if proven to have followed unscrupulous practices apart from the liability of penal action for violating the law of the land.
- 9.** My/our firm has not been blacklisted by any other Govt. Institution/ Organization during the last three years.
- 10.** I/we also take cognizance of the fact that failure to furnish the information called for by the District IT society or to comply with any requirements laid down under the conditions will be considered as disqualification and the tender by rejection on that account.
- 11.** I/we undertake to abide by the instructions issued by the District IT Society from time to time.
- 12.** In case of my supply declared substandard by any approved agency I/we am/are liable for appropriate action.
- 13.** The rate quoted by me/us will not be higher than the rate quoted by me/us to any Govt. Institution/other organization during the contract period.
- 14.** If at any time during the execution of the contract, I/we reduce the sale price or sell or offer to sell such stores, as are covered under the contract, to any person/organization, including any Department of the Central Govt./State Govt. at a price lower than the price chargeable under the contract, I/we shall forthwith notify such reduction or sale or offer of sale to Chairman DITS and the price payable under the contract for the store supplied after the date of coming into force of such deduction or sale or offer shall stand correspondingly reduced.
- 15.** I/We undertake to bear the cost of testing for quality of items supplied whenever decided to do test during contract period.
- 16.** I/We hereby undertake to pay penalty as per terms and condition for delayed /non supply
- 17.** It is certified that rate quoted by me/us are not higher than the MRP/Prevailing market rate
- 18.** It is certified that the quoted items have not been and are not being supplied to any other organization at a rate lower than being quoted here.
- 19.** I/we understand that Chairman DITS, has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.
- 20.** The decision of the Chairman DITS will be final and binding upon me/us.

I/we hereby undertake to abide by the terms and conditions of the contract and I/we have signed all the papers of terms and conditions and filled up prescribed Proforma given along with the tender.

Signature of Bidder

(Name of Bidder)

Place.....

With seal of firm

Affirmation

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period Chairman DITS Jind, will have full authority to take appropriate action as he/she may deem fit.

Place

Signature of Bidder

Date.....

(Name of Bidder)

With seal of firm

जिला आई0टी0 सोसायटी, जीन्द
स्टेशनरी सामान की खरीद हेतू।

टैण्डर नोटिस सं० : DITS/JND/Consumable/2017/1

दिनांक :

फर्म का नाम :
वर्तमान स्थाई
पता:

दूरभाष नं०

मो० न०

धरोहर राशि :

Bank Draft NO.

दिनांक

सेवा में,

सचिव,
जिला आई0टी0 सोसायटी, जीन्द।

महोदय,

निवेदन यह है कि मैंने/हमने उपरोक्त वर्णित टैण्डर नोटिस की सभी शर्तोंनुसार निम्नलिखित टैण्डर दरों पर सामान देने के लिए सहमत हूँ/हैं। मुझे यह भी ज्ञात है कि निम्न आईटम के प्रचेज आर्डर अलग-अलग आईटम का सबसे कम रेट कुटेशन देने वाली फर्म को दिया जाएगा।

Tender 1	Tender ID :- DITS/JND/Consumable/2017/1
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Name of Item	Make	Aprox. Quantity	Unit Rate (INR)
Legal (21.5cmx3405 cm) 75 GSM/ 500 Sheets 75 GSM/ 500 Sheets	Power/ Image/ Spectra/ Bindal	4000	
A4 (210mmx297mm) 72 GSM/ 500 Sheets	Power/ Image/ Spectra/ Bindal	1100	
A3 Paper (297x420mm) 75 GSM/ 500 Sheets	Power/ Image/ Spectra/ Bindal	700	

Signature of Bidder

(Name of Bidder)
With Seal of Firm

Financial Bid Form: Tender 2

टैण्डर फार्म
जिला आई0टी0 सोसायटी, जीन्द
स्टेशनरी सामान की खरीद हेतू।

टैण्डर नोटिस सं० : DITS/JND/Consumable/2017/2

दिनांक :

फर्म का नाम :
वर्तमान स्थाई
पता:

दूरभाष नं०

मो० न०

धरोहर राशि :

Bank Draft NO.

दिनांक

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Tender 2	Tender ID :- DITS/JND/Consumable/2017/2
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Name of Item	Make	Approx Qty.	Unit Rate (INR)
TONER CARTRIDGE 912	TONERLINE/ PRODOT	50	
NPG 57 (For Canon Printer 4225)	CANON	100	
NPG 51 (For Canon Printer 2525)	CANON	10	
TONER CARTRIDGE 337	TONERLINE/ PRODOT	5	
TONER CARTRIDGE 12A	TONERLINE/ PRODOT	1000	
TONER CARTRIDGE 925A	TONERLINE/ PRODOT	300	
TONER CARTRIDGE 78A	TONERLINE/ PRODOT	50	
TONER CARTRIDGE 88A	TONERLINE/ PRODOT	50	

Note: Only authorized dealer of the product should apply. Authorization certificate should also be enclosed.

Signature of Bidder

(Name of Bidder)
With Seal of Firm

Financial Bid Form: Tender 3

टैण्डर फार्म

जिला आई0टी0 सोसायटी, जीन्द
स्टेशनरी सामान की खरीद हेतू।

टैण्डर नोटिस सं0 : DITS/JND/Consumable/2017/3

दिनांक :

फर्म का नाम :
वर्तमान स्थाई
पता:

दूरभाष नं0

मो0 न0

धरोहर राशि :

Bank Draft NO.

दिनांक

सेवा में,

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Tender 3	Tender ID :- DITS/JND/Consumable/2017/3
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Name of Item	Make	Approx Qty.	Unit Rate (INR)
CD-RW	Sony/hp/mb	200	
DVD 4.7GB	Sony/hp/mb	200	
DVD 8 GB	Sony/hp/mb	400	
Pen Drive 32 GB	Kingston	10	
Pen Drive 16 GB	Kingston	10	
Pen Drive 8GB	Kingston	15	

Signature of Bidder

(Name of Bidder)
With Seal of Firm

Financial Bid Form: Tender 4

टैण्डर फार्म
जिला आई0टी0 सोसायटी, जीन्द
स्टेशनरी सामान की खरीद हेतू।

टैण्डर नोटिस सं० : DITS/JND/Consumable/2013/4

दिनांक :

फर्म का नाम :
वर्तमान स्थाई
पता:

दूरभाष नं०

मो० न०

धरोहर राशि :

Bank Draft NO.

दिनांक

सेवा में,

सचिव,
जिला आई0टी0 सोसायटी, जीन्द।

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Tender 4	Tender ID :- DITS/JND/Consumable/2017/4
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Name of Item	Make	Approx Qty.	Unit Rate (INR)
Stapler HD 45 Big , Big pin	kangero	50	
Stapler Small	kangero	100	
Stapler pin (Big)	kangero	500	
Stapler Pin (Small)	kangero	500	
Stamp pad (blue&black)110mm*70mm	Ashoka	100	
Duster		100	
Plastic Document Folder		50	
Green Note Sheet		100	
Highlighter Pen (per pkt.5 Pieces)	cello	5	
Dustbin		20	
Register (500 Page)	Sarawati	200	
Register (250 Page)	Sarawati	200	
Cash Book Laser (350 Page)	Sarawati	10	
Receipt Register	Sarawati	10	
Dispatch Register	Sarawati	10	

Dak Pad	Sarawati	20	
Dairy Register	Sarawati	5	
Voucher File	Sarawati	5	
Stock Register (200 pase)	Sarawati	3	
Tag small	Gucchi	200	
Tag big	Gucchi	200	
Flapper	Kamal	100	
Fevi stick super (20 gm)		200	
Rubber Band (1kg)		1	
Flag		30	
Cell Tape		20	
PUNCHER		50	
File cover(simple)		400	
Gum Tube		100	
Gum Bottle (150gm)		100	

Signature of Bidder

(Name of Bidder)
With Seal of Firm